



Office of the City Clerk

Weekly Report – for Week Ending December 5, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections

Nominating Petition Filing - The final day to pick up and file Nominating Petitions was December 3, 2014 at 5:00 p.m. Processing of nominating petitions continues through December 13, 2014 when the final list of qualifying candidates will be released and updates on status are posted twice a day on the City Clerk website.

Pollworker and Polling Place Recruitment - Staff have recruited 1,293 polling places out of a total of 1,593. As part of the City Employee Pollworker Program (CEP), staff visited 31 City locations to distribute outreach material and received 71 applications. To date, staff has received 564 applications and is now at 94 percent of their CEP recruitment goal. To date, 961 poll workers have been recruited which is 15.1 percent of the overall recruitment goal.

High school students continue to be recruited for the STAR Student Poll Worker program. As of this week, staff has collected 1,153 applications obtaining 43.54 percent of their goal, and has conducted 80 presentations achieving 87.7 percent of their goal.

Election Related Council and Committee Approvals - On December 3, City Council adopted the ordinance calling the City's Primary Nominating Election on March 3, 2015, and if needed, the General Municipal Election on May 19, 2015, and also approved the ballot recount fees for 2015. On December 3, the Rules, Elections and Intergovernmental Relations Committee designated the ballot argument authors (two in favor of and one against) for Charter Amendments 1 and 2. Authors were sent the informational packets with instructions and required forms.

Neighborhood Council Elections:

Four vendor responses for the 2016 Neighborhood Council Election Electronic Voting Request for Proposal were reviewed and the City Clerk participated in bidder presentations with the Department of Neighborhood Empowerment.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	8/0
Number of Notices/Publications	6
Number of Contracts Attested	9
Number of Council Files Created	60
Number of Claims Received	62
Number of Referrals	24
Number of Council Meetings	5
Number of Committee Meetings	8

Novus Agenda Management System/Electronic Submissions – The CLA and the Business Improvement District (BID) Division in City Clerk have started submitting documents online through the Novus Agenda Management system. All Council related files from CLA and BID will now be processed electronically, eliminating the paper-driven manual process. Other departments will be implemented by early next year.

TOP ITEMS

- ***Electronic Submittal of Documents to Our Department Began This Week with the CLA and CLK.***
- ***Candidate Nominating Petition Filing Closed on December 3rd***
- ***To Date, City Employee Pollworker Recruitment has Reached 94% of the Final Goal***
- ***3 Annual BID Reports Were Finalized***



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Neighborhood and Business Improvement Districts:

The Wilshire Center Business Improvement District's (Bids) reconfirmation of assessments was adopted by Council on December 3.

Many representatives from Various BIDS attended the Economic Development Committee meeting to oppose legalization of street vending before adequate funding of enforcement and regulations are implemented.

2015 Annual Planning Reports: 18 of 29 reports were received. 3 Annual Reports were approved by the Executive Office.

Fiscal – Staff submitted the Departmental Managed Hiring Plan to the CAO's Office. The November 2014 Monthly Financial Status and Monthly Expenditure reports were completed. Fund transfers were processed for various Council-controlled Trust Funds and a memo was forwarded to the Controller's Office requesting the establishment of a new trust fund.

General City Purposes/AB1290/Council – Staff closed out 4 contracts, has 14 contract close outs in progress, processed 9 payments, has 6 new contracts in process as well as completing a reconciliation of the Contingency Account for Council. Staff received 20 GCP allocation requests, processed 29 invoices for payment and drafted 3 new contracts.

Personnel – Staff conducted five new hire orientations and is working with the Chiefs of Staff and Mayor's Office and Controller's Office on the 2.75% increase for Non-Reps. Staff is working with Mayor's Office to discuss the Mayor's internship program, and working with a Council office on various inquiries regarding retirement and fringe benefits for Council members.

Microfilm Conversion of City Council Minutes – The City Council minutes are now available on line back to March of 1923. Additional funds are being pursued to complete this project this fiscal year, which would be two years ahead of the projected schedule and would provide a comprehensive database dating back to 1850.

ISSUES

Committee Meeting Audio Streaming - The City's audio and video streaming vendor, Granicus, was attacked this week with a Denial of Service (DOS) server hack. This affected the viewing of several committee meetings Monday afternoon. Granicus restored the service by Tuesday morning.

UPCOMING . . .

Council Meeting - Friday - The December 5th will be in Van Nuys City Hall.

Council Winter Recess - Begins December 17th and resumes Wednesday, January 7, 2015.